

Submission Guidelines



The British
Psychological Society

Submission Guidelines

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Log into the submission system. You will need to create an account if this is the first time you are submitting.

1. TIMELINES

Authors are strongly advised to register on the on-line submission system and begin preparing their submissions well in advance of the following deadlines:

24 August 2017	On-line submission system opens
2 November 2017 (12:00)	The deadline for Symposia, Oral Presentations, Impact Paper and Workshop submissions
December 2017	Notification of submission outcomes for Symposia, Oral Presentations, Impact Paper and Workshops
11 January 2018 (12:00)	The deadline for Poster submissions
February 2018	Notification of submission outcomes for Posters

2. THEME FOR THE CONFERENCE

The 2018 overall conference theme is **Moving Psychology Forward**, split into the below topics:

- **Leadership**
- **Development**
- **Community & Society**
- **Open Science**
- **General**

Don't be concerned if your proposal doesn't fit exactly into one of the themes. All submissions are welcome. We also have a 'General' topic, which will capture all other research areas.

You will be prompted to select one of these topics when submitting your proposal.

3. STRUCTURE FOR ALL SUBMISSIONS

All submission abstracts should be up to **250** words, exclusive of the title. It should not include references and should be written in either the past or present tense. Abstracts of accepted papers will be available to download on the conference website.

Abstracts must be structured according to the following format, incorporating the indicated headings and information:

Undergraduates submitting posters for the Student Conference do not need to include the results or conclusion section if their poster is based on their final year project and these sections have not yet been completed.

Empirical papers/posters:

- Objectives:* State the primary objective of the paper and the major hypothesis tested or research question posed.
- Design:* Describe the design of the study and the rationale for the procedures adopted.
- Methods:* Describe how participants were selected and number of participants (if documentary data used, state how these were selected), materials employed (if appropriate), methods of data collection and analysis.
- Results:* Include numerical and/or textual data. For qualitative analyses briefly describe your findings (e.g., themes, categories, discourses identified).
- Conclusions:* State the conclusions that can be drawn from the study, including theoretical, methodological, or applied/policy implications as appropriate and any key limitations of the study.

Review/Theoretical and Practice applicable papers/posters:

- Purpose:* State the aim or primary objectives of the paper
- Background:* Give a concise summary of information, which places the present paper in context
- Methods:* Provide details of the procedures adopted and their rationale (e.g., literature search, inclusion/exclusion criteria and methods of analysis) and/or key arguments and theoretical positions.
- Conclusions:* State the conclusions that can be drawn from the work described, including theoretical, methodological or applied/policy implications as appropriate and any key limitations of the study.

Impact Paper – short, visual presentation:

- Purpose:* State the aim or primary objectives of the presentation
- Background:* Give a concise summary of information, which places the presentation in context
- Conclusions:* Briefly state the conclusions that can be drawn from the work described.

Workshops:

- Background:* Provide a concise summary of information, which places the session in context, this includes the aims of the workshop and the expected outcomes for participants
- Key points:* Provide details of key arguments or the skills and activities covered.
- Conclusions:* State the conclusions that can be drawn from the work described, including theoretical, methodological, or applied/policy implications as appropriate.

Additional information for symposia only

The Convenor will need to submit the symposia summary, max of 250 words, (abstract title and symposia title will be the same on the system). For the Symposia summary please use the first available section ignoring all others.

Each presenter within the symposia can now submit their own paper, alternatively the convenor can submit them all. Each paper is submitted individually and then linked to form a symposia. Only the reviewers and BPS Conference team can see the full linked symposia.

To link the papers together you will need to ensure that each paper also includes the symposia title. **Please note: If symposia titles are not exactly the same the papers will not be linked.**

For each paper submitted linked with a symposia, please ensure that the title includes the paper number. For example: Paper 1: {Title of abstract}, Paper 2: {Title of abstract} etc.

In previous years the most frequent reasons submissions were rejected included;

- Failure to meet the submission criteria (particularly by not following the required format, omitting information or details that must be evident in the submission)
- Incomplete or insufficient empirical evidence reported in the abstract
- Lack of a relevant theoretical background evident in the abstract
- Lack of findings or results because the study has not yet been completed

- Any submission not received via the online system will not be reviewed

4. PRESENTATION METHODS

The Standing Conference Committee welcomes submissions from both academics and practitioners. The quality of the scientific programme depends on your submissions and we thank you for choosing this conference to present your work.

Symposium	A symposium is a set of papers linked by a common theme (minimum of three papers). A symposium must have a Convenor, who organises the symposium submission and acts as the responsible link person to the conference organisers and (optionally) a named Discussant. The same person can fulfil these roles. Symposia will usually be allocated up to 2 hours for four papers plus discussion.
Empirical or Review/Theoretical & Practice Oral Presentations	Papers are allocated 20 minute slots on the programme.
Empirical or Review/Theoretical & Practice Poster Presentations	Will be timetabled into the conference programme in sessions which provide an opportunity for presenters and participants to discuss work and findings. Further information regarding the dimensions of the poster boards and suggestions of how to display poster material will be supplied to presenters who have their posters accepted. Full details will be sent to all poster presenters closer to the event along with details on how to be entered into the poster prize . There will also be a Delegates choice poster prize each day where the delegates will vote for their favourite poster.
Impact Paper (Five minute presentation)	Papers will be grouped together depending on theme. These presentations will be short, 5 minute presentations, where the emphasis is on presenting new research and ideas in a dynamic and succinct presentation. This format is ideal for early career presenters, or more experienced presenters who might want to get across work in development in a shorter presentation format. The goal is to adopt an energetic approach that captures the interest of a broad audience.
Workshops	Are usually allocated 1 or 2 hours on the programme. The Standing Conference Committee welcomes workshops which do not follow the normal pattern of formal presentations. These alternative submissions may take many different forms (i.e. tightly structured or open ended) and will ideally incorporate some interactive components. These workshops will be judged in terms of interest and quality and an adequate summary paper and the organiser's credentials are therefore important. Where a workshop organiser wishes to limit attendance either by number or by any specific criteria (e.g. a participant's level of expertise) such an intention MUST be explained and justified and notified to the Committee in the first application. Please indicate on your submission if you wish to request a particular length of time for your workshop.

5. REFEREEING PROCEDURE

Reviewers will be assessing each submission on a number of criteria:

- Contribution To Science
- Impact
- Originality
- Rationale
- Methodological Thoroughness
- Suitability for Annual Conference
- Written Quality

For full reviewing criteria please visit the website.

Each submission is blind reviewed by at least two members of the Standing Conference Committee according to established criteria and standards.

Please note:

- **Submissions will be considered solely on the information you provide**
- **If a submission does not evidence all the required elements set out in the submission information above it will be rejected**

From time to time referees may feel that a particular submission lends itself to a different format to that which is proposed and in these cases authors will be invited to consider an alternative format.

Authors will be notified of the referees' decision via email. The decision of referees is final. The conference organising committee are unable to respond to further enquiries once a decision has been made. Every effort will have been made to accommodate any timetable constraints notified at the time of submission.

6. FURTHER INFORMATION

Registration

All presenters are expected to register and pay at the appropriate rate. Registration is open from October 2017 and early bird rates expire on **7 March 2018**.

Press Office

If successful, your submission may be considered suitable for a press release, timed to coincide with the conference. If this is so, a Press Officer will contact you to ask whether you wish your submission to be press released, and to discuss the content of the press release with you. To write an accurate press release, and to provide more information for journalists attending the conference, you may be asked for additional information regarding your submission. **Please note all papers and posters are under a media embargo until the day of presentation.**

Audio visual requirements

A data projector and laptop will be available in all seminar rooms. If you are likely to require additional equipment, please indicate this when submitting your abstract.

Code of Conduct

Authors of all material submitted must confirm adherence to the British Psychological Society's Code of Ethics and Conduct. Particular attention should be made to the section on *Integrity* and the importance of sub-sections 4.1iii and 4.1vi. Copies of the Code may be obtained either from the Society's website:

<http://beta.bps.org.uk/news-and-policy/bps-code-ethics-and-conduct>

The use of non-sexist language

Submissions must not contain sexist language. The following suggestions are made about ways to avoid sexist language:

- i) Avoid using sex-specific forms generically. For example, use plurals they/their rather than he/she or his/her.
- ii) Delete pronouns – e.g., the participant completed his/her task becomes the participant completed the task.
- iii) Avoid specifying the sex of the referent unless it is relevant – e.g., use counsellor, client or participant.

Avoid making sex-stereotyped assumptions about people, their abilities, attitudes and relationships.

Guidelines for Psychologists Working with Animals

When submitting material, please note the guidelines for psychologists working with animals. Copies of these guidelines can be obtained online: <http://www.bps.org.uk/publications/policy-and-guidelines/research-guidelines-policy-documents/research-guidelines-poli> or from the Leicester Office.

SACWAP guidelines

When submitting material, please note the SACWAP guidelines dealing with the use of animals in psychological research. Copies of these guidelines can be obtained from the Leicester Office.

Contact

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